



Ministry of Housing,
Communities &
Local Government

P1E Quarterly return: Households dealt with under the homelessness provisions of the 1996 Housing Act, and homelessness prevention and relief

Return for the first quarter of 2018 (1 January to 31 March 2018)

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General guidance

The purpose of this return is to collect information on English local housing authorities' discharge of duties under the homelessness legislation (plus some additional information on other homelessness prevention and relief). Summary details are published by the Ministry of Housing, Communities and Local Government in a quarterly statistical release. These are available at: <https://www.gov.uk/government/collections/homelessness-statistics>

Points to note when completing the return

Although there is no legal requirement for local authorities to complete the P1E form, they are nevertheless expected to do so now that it's included on the **Single Data List**, which has been agreed by senior representatives of central and local government. More details of the List are available at <https://www.gov.uk/government/policies/making-local-councils-more-transparent-and-accountable-to-local-people/supporting-pages/single-data-list>.

1. All fields must be completed.
2. Where an entry is not known or unavailable, # should be entered.
3. Please give estimates if you are unable to fill in a box with an exact figure.
4. Where an entry is zero, please enter "0", rather than leave the cell blank.
5. When asked to provide an explanation, please use the notes box facility on the Interform system. Any comments and suggestions are also welcomed through this facility.

Treatment of applications from foreign nationals from Croatia

Separate figures for decisions made on Croatian applicants are now collected in an extra column in section E9, following Croatia becoming an accession country on 1 October 2013. Further details are given (in blue text) on page 30.

Changes to the form for Q2 2014 onwards

A list of changes made to the P1E form with effect from Q2 (1 April to 30 June) 2014 is given below. They have been discussed with local authority representatives in the Central Local Partnership (CLIP) Housing Statistics Sub-Group over the last year as the particular needs for making the changes have emerged.

- 1) Separate figures for Foreign Nationals from Croatia are now collected in section E9, since it acceded to the EU in July 2013. Reference to the HO Worker Registration Scheme has been removed from questions in section E9 because it no longer exists. Previously blanked cells concerning collection of data on the worker authorisation scheme can now be completed – in practice data should only be collected for applicants from Croatia because only applicants from this country will still be subject to worker authorisation.

- 2) The MHCLG Mortgage Rescue Scheme (MRS) closed to new applicants on 30 March 2014, so the MRS form was abolished effective 1 April 2014. As a result changes to the P1E Guidance Notes have been made to align the definitions of two questions in section E10 with corresponding information that was collected on the MRS form. Questions affected are E10. Part 1A row 4 Debt advice and E10. Part 1A row 11 Mortgage arrears interventions or mortgage rescue. Data that would previously have been entered on the MRS form may also be entered in E10 Part 1A row 3 Financial payments from a homeless prevention fund to enable someone to remain in the existing home.

Clarification of guidance notes

In a case where an initial decision is made that the main homelessness duty is not owed but a subsequent decision is made on review, or following an appeal to the county court, that a main duty is owed, then record both the “negative” and the “positive” decisions. In a case where an initial decision is made that the main homelessness duty is not owed and this decision is subsequently upheld following a review or appeal to the county court record only the initial decision.

References to the “s.193(2) duty” should be taken to include an s.195(2) duty where this has become a duty to secure accommodation. (Where an applicant is threatened with homelessness and the LA accepts a duty under s.195(2) they must take reasonable steps to ensure the applicant does not cease to occupy accommodation. In the first instance, the LA will try to ensure the applicant can remain in the existing home. If this is unsuccessful, the s.195(2) duty becomes a duty to secure alternative accommodation. In these circumstances, the s.195(2) duty continues to be owed but becomes exactly the same as the duty under s.193(2).)

You should retain a printout or copy of the return for future reference.

Completed returns should be submitted to the Department using the Interform system by the end of 18 May 2018.

P1E main quarterly return 201801 (Q1 2018): Interform helpnotes

General Notes on the completion of the P1E for the quarter ending 31 March 2018

Households dealt with under the homelessness provisions of the *Housing Act*.

About the return

The quarterly P1E forms collect data from English local housing authorities on the discharge of their responsibilities under homelessness legislation, plus a section on homelessness prevention and relief. Most activity will be under Part 7 of the Housing Act 1996 ("the 1996 Act"), as amended by the *Homelessness Act 2002* (although any residual Housing Act 1985 cases should also be included) and under the *Localism Act 2011*. Guidance on current legislation is given in the *Homelessness Code of Guidance for Local Authorities (and supplementary sections)* viewable on the Gov.uk website:

Homelessness Code of Guidance for Local Authorities

<https://www.gov.uk/government/publications/homelessness-code-of-guidance-for-councils-july-2006>

Homelessness Code of Guidance for Local Authorities: Supplementary Guidance on Intentional Homelessness

<https://www.gov.uk/government/publications/intentional-homelessness-guidance-for-councils>

Provision of Accommodation for 16 and 17 year old young people who may be homeless and/or require accommodation

<https://www.gov.uk/government/publications/provision-of-accommodation-for-16-and-17-year-olds-who-may-be-homeless-and-or-require-accommodation>

Supplementary guidance on the homelessness changes in the Localism Act 2011 and on the Homelessness (Suitability of Accommodation) (England) Order 2012

<https://www.gov.uk/government/publications/homelessness-changes-in-the-localism-act-2011-supplementary-guidance>

The references to statutory provisions throughout the guidance notes are to provisions in the *Housing Act 1996*.

There is considerable interest in local authority activity under this legislation and summary information from these returns is published by MHCLG in a quarterly statistical release. All associated tables, including key data at local authority level, can be downloaded from the MHCLG website. The data are also used extensively in cross-Government policy formulation, supporting local service delivery through the Self Diagnostic Toolkit, for Ministerial briefing, in responding to ad-hoc requests, and in answering Parliamentary Questions.

Points to note when completing the return

The P1E return covers numbers of households not persons.
All fields should be completed. Where an entry is not known or unavailable, # should be entered. Please give estimates if you are unable to fill in a box with an exact figure.
Where an entry is zero, please enter "0", rather than leave the cell blank.
When asked to provide an explanation, please use the Notes box.

Deadline for submission

Completed returns should be submitted no later than 18 May 2018.
Please take a printout or copy of the return for future reference.

Help

If you have any problems providing the data required, please contact the relevant member of the data team:

London, West Midlands or South West, please contact Catherine on 0303 444 2267 or Catherine.Bernard@communities.gsi.gov.uk

North West or Yorkshire & the Humber please contact Mustapha at 0303 444 4776, or Mustapha.elnaghi@communities.gsi.gov.uk

North East or East of England, please contact Jo on 0303 444 4582 or Joanna.knight@communities.gsi.gov.uk

East Midlands or South East, please contact Lee on 0303 444 4725 or lee.delany@communities.gsi.gov.uk

Alternatively, any member of the team can be contacted at Interform.Support@communities.gsi.gov.uk, which is monitored when individual staff are absent and so are not checking their personal email address.

Section E1 - Households for which decisions were taken between 1 January and 31 March 2018

This section covers all decisions made during the quarter on applications for accommodation or assistance in obtaining accommodation where:

- your authority had reason to believe the applicant was, or may have been, homeless, or threatened with homelessness (in accordance with Section 183), and
- as a result, your authority made inquiries under Section 184.

Include all decisions reached during the quarter, regardless of when the application was made.

Include:

- Decisions made during the quarter in respect of applications made during an earlier quarter.
- All decisions about applicants found to be eligible, unintentionally homeless and in priority need should be included even if the case is referred to another local authority - **except decisions on a reapplication duty under s195a (which are recorded separately at E1a1).**
- All decisions following a review (under Section 202) or appeal to the county court (under section 204) where the decision is that the applicant is eligible, unintentionally homeless and in priority need (i.e. owed the main homelessness duty) **except decisions on a reapplication duty under s195a.** In a case where an initial decision is made that the main homelessness duty is not owed but a subsequent decision is made on review or following an appeal to the county court that a main duty is owed, then record both the “negative” and “positive” decisions.

Exclude:

- Decisions about applications for assistance made outside Part 7, that is, where your authority did not have reason to believe the applicant was, or may have been, homeless, or threatened with homelessness (and therefore the request for assistance was not treated as an application for assistance under Part 7 of the 1996 Act).
- **Decisions on a reapplication duty under s195a.**
- Applications found to be eligible, unintentionally homeless and in priority need referred to your authority by other authorities.
- Applications withdrawn by the applicant before a decision is made, and cases where the authority loses contact with the applicant.
- In a case where an initial decision is made that the main homelessness duty is not owed and this decision is subsequently upheld following a review or appeal to the county court, record only the initial decision.

<E1Row1> Row (1) - Eligible, unintentionally homeless and in priority need

Include all applicants accepted as owed the duty under Section 193(2) (the main homelessness duty to secure accommodation), and those accepted as unintentionally homeless and in priority need but whom you are referring to another authority under s.198. Also include all applicants accepted as owed the duty under section 195(2) (to take reasonable steps to secure that accommodation does not

cease to be available for applicants who are threatened with homelessness). Collectively, such applicants are typically referred to as “acceptances”.

<E1Row2> Row (2) - Eligible, homeless and in priority need but intentionally so Include all applicants accepted as owed a duty under Section 190(2).

<E1Row3> Row (3) - Eligible, homeless but not in priority need Include all applicants accepted as owed a duty under Sections 192(2) or 190(3).

<E1Row4> Row (4) - Eligible but not homeless Include all applicants found to be eligible for assistance but not homeless and therefore owed no further duty under Part 7

<E1Row5> Row (5) - Ineligible households Include all applicants found not eligible for assistance by virtue of section 185 (persons from abroad) and regulations made under that section.

<E1Row6> Row (6) - Total decisions The figures given should equal the sum of the decisions recorded in rows (1) to (5). If the entry in column (w) for the total of all decisions is greater than 500 and differs by more than +/- 50% from the entry made in the return for the previous quarter, please provide a brief explanation in the <notes> Notes Box for this return.

<E1Col a_g> Columns a to g - Number of households by ethnic origin The 16 category ethnicity breakdown from the standard 2001 Census classification that was previously been used has now been replaced by the broader categories of White, Black, Asian, Mixed and Chinese or other. The ethnicity of the **applicant** should be recorded in this section, using the Equality and Human Rights Commission guidelines on classification.¹

<E1Col f> Column v – Ethnicity not stated Where the ethnic breakdown is systematically collected, Column E1(f) should be used to record any cases where the classification has not been supplied by the applicant. However, if it is not your authority’s usual practice to collect data by ethnic categories please show all component columns a - f as “#”, and complete only "Total of all ethnic groups" at **column g**.

<E1Col g> Column g - Total of all ethnic origins Covers the totals of each type of decision made during the quarter, regardless of when the application was made, on households applying for accommodation or assistance in obtaining accommodation which the authority had reason to believe were homeless or threatened with homelessness (as defined in Sections 175 to 178 of the 1996 Act). The figures given should equal the sum of the different ethnic origins recorded in columns (a) to (e). If the entry in row (1) for total homeless acceptances is greater than 500 and differs by more than +/- 50% from the entry made in the return for the previous quarter, an explanation should be provided in the <notes> Notes Box for this return.

<Section E1a1> Section E1a1 – Reapplication duty From November 2012, this section identifies decisions owed under the reapplication duty under s195a. The reapplication duty is owed where a household becomes unintentionally homeless again within two years of accepting a private rented sector offer made under section 193(7f), **whether or not the**

1. Page 698: https://www.equalityhumanrights.com/sites/default/files/how_fair_is_britain_-_complete_report.pdf

household is still in priority need. You should record applications here whether or not your authority accepted the original application.

Cases where the main homelessness duty was accepted should not be included in sections E1, E1b, E1c, E2, E3 or E9, but associated referrals should be included in section E4; cases where the duty was accepted should be included in section E5; associated households should be included in sections E6 and E6a; and associated households for which the main homelessness duty was ended should be included in section E7.

<E1a1Row1> Row (i) – Ineligible Include all applicants found not eligible for assistance by virtue of section 185 (persons from abroad) and regulations made under that section.

<E1a1Row2> Row (ii) – Eligible but not homeless Include all applicants found to be eligible for assistance under section 195a but not deemed to be homeless under section 175 and therefore owed no further duty.

<E1a1Row3> Row (iii) – Eligible, homeless, but intentionally so Include all households found to eligible for assistance section 195a but found to be intentional homeless under section 191.

<E1a1Row4> Row (iv) – Duty accepted Include all households found to eligible for assistance under Section 195a.

<E1a1Row5> Row (v) – Total – sum of figures reported at rows (i) to (iv)

<Section E1b> Section E1b - Applicants found to be eligible for assistance, unintentionally homeless and in priority need during the quarter, by age of applicant

This section was introduced in April 2006 to capture the age of applicants accepted by your authority as eligible for assistance, unintentionally homeless (or threatened with homelessness) and in priority need during the quarter. The age of the applicant upon acceptance, rather than upon application, should be recorded against the appropriate age band. This should **not** include applicants who have previously accepted a private rented sector offer made under section 193(7f) and are owed the re-application duty under Section 195a. The total E1b7 must be consistent with E1.1g.

<Section E1c> Section E1c - Applicants found to be eligible for assistance, unintentionally homeless and in priority need during the quarter, by household type and gender.

This should **not** include applicants who have previously accepted a private rented sector offer made under section 193(7f) and are owed the re-application duty under Section 195a. Expectant mothers should be regarded as having dependent children, i.e. a single pregnant woman would be recorded in cell c, not in cell e, and an expectant couple in cell a not cell f. Total households accepted (cell g) must equal the corresponding figure in E1.1g and E1b7. **The number of households with or expecting dependent children**

(cells a, b, c and possibly f) should be consistent with the number of such households recorded in Section 2 (cells 2d, 3d and possibly 1d).

Section E2 – Applicant households found to be eligible for assistance, unintentionally homeless and in priority need during the quarter.

This should **not** include applicants who have previously accepted a private rented sector offer made under section 193(7f) and are owed the re-application duty under Section 195a. This section seeks a breakdown of acceptances reported in the previous section by category of priority need, and hence the total in E2.14d must agree with that recorded at E1.1g. **It is recognised that applicants may fall into more than one priority need category, but inconsistent data provision for secondary need categories means that, from April 2009, we no longer ask for numbers in secondary need categories to be reported on the P1E. Only the primary category need therefore be reported.**

The priority need categories are set out in Section 189 of the 1996 Act and the *Homelessness (Priority Need for Accommodation) (England) Order 2002*. Guidance can be found in Chapter 10 of the *Homelessness Code of Guidance for Local Authorities*.

Where applicants are accepted as homeless as a result of an emergency e.g. fire or flood (section 189 (1) (d)), this should always be recorded as the main priority need category. In all other cases **where the applicant has dependent children, this should be recorded as the main priority need category; and where the applicant is pregnant or has a pregnant woman within their household but no other dependent children, this should be recorded as the main priority need category.** For all other acceptances if more than one priority need category applies, please record the category that is most significant as the main priority need category.

Where a household includes dependent children and a pregnant woman, the unborn child(ren) should be counted for the purposes of recording the number of children in the household. In assessing whether an applicant's household includes dependent children, authorities may wish to refer to Chapter 10 of the *Homelessness Code of Guidance for Local Authorities*.

"**Other special reasons**" are not defined in legislation and will include any circumstances where the applicant - or a member of his/her household - is vulnerable for a reason other than those given in E2.6 - E2.8 above. Of these, please record applicants vulnerable because of drug and/or alcohol dependency at 9a and 9b respectively; and record applicants vulnerable because of their experiences as an asylum seeker at 9c. Record applicants vulnerable because of any other special reason (e.g. a person aged 18 – 20 not previously in "Care" and at risk) at 9d. It would be helpful if you could provide a brief comment in the "Notes" box giving typical examples of "other special reasons" resulting in priority need, but there is no need to account for every case recorded.

<E21d> E21d Applicant homeless because of an emergency Where applicants are accepted as homeless because of an emergency (e.g. fire or flood), this should

always be recorded as the priority need category.

<E2Row2> E22d Applicant whose household includes dependent children In all cases not involving an emergency where the applicant has dependent children, this should be recorded as the priority need category. Where a household member is also pregnant the unborn child(ren) should be counted for the purpose of the numbers of children in the household.

Note that the total number of households in (E2.2d) must equal the sum of those with 1, 2 and 3 or more children. The number of households in priority need with or expecting children (cells 2d and 3d) cannot be greater than the number of households recorded in Section E1 (cells a, b, c and f) that contain, or could contain, children or an expectant mother.

<E23d> E23d Applicant where a member is pregnant and there are no other dependent children In all cases not involving an emergency, or where the applicant's household has no dependent children, cases involving a pregnant woman should be recorded here as the priority need category. Note that the number of households in priority need with, or expecting, children (cells 2d and 3d) cannot be greater than the number of households recorded in Section E1 (cells a, b, c and f) that contain, or could contain, children or an expectant mother.

<E24d> E24d Applicant aged 16/17 years old Note that the sum of the number of applicants aged 16 or 17, and the number of applicants aged 18 -20 previously in care (cells 4d and 5d) cannot be greater than the total number of applicants aged 16 - 24 in Section E1b (cell 1).

<E25> E25d Applicant formerly in "care", and aged 18 to 20 years old Note that the sum of the number of applicants aged 18 -20 previously in care, and the number of applicants aged 16 or 17 (cells 5d and 4d) cannot be greater than the total number of applicants aged 16 - 24 in Section E1b (cell 1).

Applicants aged 18 – 20 not previously "in Care" who are found vulnerable should be included under "Other special reason" at cell E2.9d.

<E26d> E26d Household member vulnerable as a result of old age as described.

<E27d> E27d Household member vulnerable as a result of physical disability as described.

<E28d> E28d Household member vulnerable as result of mental illness/disability as described.

<E29ad> E29ad Applicant vulnerable as a result of another special reason: drug dependency Applicants considered vulnerable because of drug dependency (and applicants whose household includes such a person) should be recorded here.

<E29bd> E29bd Applicant vulnerable as a result of another special reason: alcohol dependency Applicants considered vulnerable, because of alcohol dependency (and applicants whose household includes such a person) should be

recorded here.

<E29cd> E29cd Applicant vulnerable as a result of another special reason: former asylum seeker Applicants considered vulnerable because of experiences as an asylum seeker (and applicants whose household includes such a person) should be recorded here.

<E29dd> E29dd Applicant vulnerable as a result of any other special reason Applicants considered vulnerable because of any special reason other than those covered in rows E2.9a-c above (and applicants whose household includes such a person) should be recorded here - for example, cases involving young persons aged 18 - 20 who have not previously been "in Care". It would be helpful if you could provide a brief comment in the <notes> Notes Box giving typical examples but there is no need to account for every case recorded.

<E210d> E210d Applicant vulnerable as a result of having been in care Record in this row cases where the applicant is 21 years of age, or older; applicants aged 18 - 20 should be recorded at row E2.5.

<E211d> E211d Applicant vulnerable as a result of having served in HM Forces as described.

<E212d> E212d Applicant vulnerable as a result of having been in custody/on remand as described.

<E213d> E213d – Applicant vulnerable as a result of having fled their home because of violence/threat of violence This includes all forms of violence. Record here only those applicants without and not expecting a dependant child. All applicants with, or expecting, a dependent child who are fleeing violence should have their priority need category recorded in cells E22d or E23d respectively.

<E213ad> E213ad Applicant vulnerable as a result of having fled their home because of domestic violence/threat of domestic violence Note the total in this sub-section cannot be greater than the figure recorded in E213d.

<E214d> E214d Total applicant households accepted Note the figure given should be the same as the sum of cells E1d to E213d inclusive, and the same as the total acceptances figure given in E11g, E1b7 and E1cg.

Section E3 - Main reason for loss of last settled home for applicant households found to be eligible for assistance, unintentionally homeless and in priority need during the quarter.

This should **not** include applicants who have previously accepted a private rented sector offer made under section 193(7f) and are owed the re-application duty under section 195a. This section seeks a breakdown of applicant households accepted as eligible for assistance, unintentionally homeless (or threatened with homelessness) and in priority need as reported in the previous sections by main category of reason of loss of last settled home.

The overall total must therefore agree with that recorded at E1.1g, E1b7, E1cg and E2.14d. "Last settled home" would normally be the applicant's owner-occupied or rented accommodation, or the parental home, but may also include living with other relatives/friends where this had been, or was expected to be, a settled option. If more than one reason applies, record the household against the main reason only. An explanation of "associated persons" in connection with domestic violence is covered in Chapter 8 of the *Homelessness Code of Guidance for Local Authorities*.

From April 2005, applicants whose "last settled home" was a prison (or who were on remand) or who had left hospital are separately recorded under E3.10aa and E3.10ba accordingly. Applicants whose reason for loss of last settled home was due to leaving HM-Forces are recorded separately under E3.11aa.

- <E31a> E3.1a Parents no longer willing or able to accommodate** as described.
- <E32a> E3.2a Other relatives or friends no longer willing or able to accommodate** as described.
- <E33a> E3.3a Non-violent breakdown of relationship with partner** as described
- <E34aa> E3.4aa Violent breakdown of relationship, involving partner** as described.
- <E34ba> E3.4ba Violent breakdown of relationship involving associated persons** as described; further guidance is contained in Chapter 8 of the Homelessness Code of Guidance.
- <E34ca> E3.4ca Racially motivated violence** as described.
- <E34da> E3.4da Other forms of violence** as described.
- <E35aa> E3.5aa Racially motivated harassment threats or intimidation** as described.
- <E35ba> E3.5ba Other forms of harassment, threats or intimidation** as described.

<E36a> E3.6a Mortgage arrears (repossession or other loss of home) as described.

<E37aa> E3.7aa Rent arrears on local authority or other public sector dwelling as described.

<E37ba> E3.7ba Rent arrears on Registered Provider dwelling as described.

<E37ca> E3.7ca Rent arrears on private sector dwelling as described.

<E38aa> E3.8aa Loss of rented/tied accommodation due to termination of assured shorthold tenancy as described.

<E38ba> E3.8ba Loss of rented/tied accommodation due to reasons other than termination of assured shorthold tenancy as described.

<E39a> E3.9a Required to leave accommodation provided by Home Office as asylum support Record here only those applicants whose “last settled home” was provided by Home Office under arrangements for asylum support and who, as a result of being given “leave to remain” by the Home Office, have been required to vacate that accommodation. Please do not include former asylum seekers who moved on into some form of settled housing after leaving Home Office accommodation but have subsequently become homeless.

<E310aa> E3.10aa Left an institution or LA care: left prison/remand Those applicants whose “last settled home” was a prison (or who were on remand) should be recorded here.

<E310ba> E3.10ba Left an institution or LA care: left hospital Those applicants whose “last settled home” was a hospital should be recorded here.

<E310ca> E3.10ca Left an institution or LA care: left other institution or LA care All applicants whose “last settled home” was a form of institutional accommodation other than prison or hospital - for example, a nursing, care or residential home - should be recorded here.

<E311aa> E3.11aa Other reason for loss of last settled home: left HM Forces Separately identified from April 2005, this includes ex-service personnel previously in married quarters or other service accommodation.

<E311ba> E3.11ba Other reason for loss of last settled home: other reason (e.g. homeless in emergency, sleeping rough or in a hostel, returned from abroad) Include here UK nationals who are returning to the UK (irrespective of their reason for returning) or coming to the UK for the first time; both of these groups should also be recorded in P1E Section 9.

<E312a> E3.12a Total households The figure given should equal the sum of E3.1a to E3.11b inclusive, and be the same as the total acceptances figure recorded in E1.1g, E1b7, E1cg and E2.14d.

Section E4 - Referrals between authorities and applicant households accepted with no local connection anywhere during the quarter

Subject to certain conditions, applicant households found to be eligible for assistance, unintentionally homeless and in priority need may be referred to another authority if they have no local connection with the area of the authority to which they applied, but do have a local connection with the area of the other authority (Sections 198 and 199 of the 1996 Act). This includes re-referrals made under section 195a where an application is made within the period of two years beginning with the date on which the applicant accepted an offer from the other authority under section 193(7AA)(private rented sector offer). This section covers referrals by your authority that were agreed by other authorities (E4.1), and referrals from other authorities that your authority agreed (E4.2). Section E4.3 also asks about the number of acceptances who had no local connection anywhere in England, Wales or Scotland.

<E4Row1> Row (1) - Referrals to another authority (and referral agreed)

Covers households found to be eligible, unintentionally homeless and in priority need by your authority who were referred to another authority under the local connection rules or the re-application duty under section 195a, and the referral was agreed by that authority during the quarter (these households should have been recorded as acceptances by your authority in Sections E1 to E3 on this or an earlier quarter's P1E return). The total in column (a) must equal the sum of columns b, c and d. **NB. London boroughs should enter "0" (zero) in column c, and record any cases in column b only, to prevent double counting.**

<E4Row2> Row (2) - Referrals from another authority (and referral agreed)

Covers households found to be eligible, unintentionally homeless and in priority need by other authorities and which were referred to you under the local connection rules or the re-application duty under section 195a and which you agreed during the quarter (however, these households should **not** be recorded as acceptances by your authority in sections E1 - E3 or E5). The total in column (a) must equal the sum of columns b, c and d. **NB. London boroughs should enter "0" (zero) in column c, and record any cases in column b only, to prevent double counting.**

<E43a> E4.3a Households accepted by your authority as having no local connection anywhere

Covers households found to be eligible, unintentionally homeless and in priority need by your authority and which have no local connection anywhere in England, Wales or Scotland.

<E4 columns b,c,d> In columns b - d, please indicate whether the local authority to which a household was referred/from which a referral was agreed, was a London Borough, was within your region, or was within another region other than London. **NB. London boroughs should enter "0" (zero) in column c, and record any cases in column b only, to prevent double counting.**

Section E5 - Immediate outcome where applicant household found to be eligible, unintentionally homeless and in priority need during the quarter

This section reflects the range of possible outcomes during the quarter following a decision that an applicant is eligible for assistance, unintentionally homeless (or threatened with homelessness) and in priority need. It should also **include** applicants who have previously accepted a private rented sector offer made under section 193(7f) and are owed the re-application duty under Section 195a.

Explanation

The purpose of this section is to record the substantive arrangements that have been made to:

- (a) discharge the section 193(2) duty (i.e. carry out the duty),
- (b) bring the section 193(2) duty to an end,
- (c) discharge the section 200 (1) duty (pending referral of a case to another authority), or
- (d) discharge the section 195(2) homelessness duty (i.e. carry out the duty).

It is recognised that in a case where the authority can bring the section 193(2) duty to an end almost immediately (e.g. with a Part 6 offer or a Qualifying Offer) there may nevertheless be a need for some interim arrangements (e.g. temporary accommodation) for a short period until the accommodation that will bring the duty to an end is ready for occupation. Do not record any such short term interim arrangements in section E5.1, but record instead the final outcome (i.e. the arrangement that brought the duty to an end) in E5.3 or E5.4, as appropriate.

Where the applicant has been accepted as threatened with homelessness and the authority owe the section 195(2) duty (to take reasonable steps to ensure that accommodation does not cease to be available for the applicant) the applicant should be recorded in row E5.2 for as long as he or she is able to remain in the accommodation. If the applicant has to leave their accommodation and is secured alternative accommodation by the authority, the terms of section 193(2) apply, and the outcome should be recorded in the same way as all other acceptances owed the section 193(2) duty.

It is recognised that in practice it will not be possible to attribute a precise outcome for every case accepted during the quarter, but figures (or indicative estimates) would provide useful insights into the relationships between the medium/long-term use of temporary accommodation, settled solutions (that bring the main homelessness duty to an end) and "no further action" cases.

<E51a> E5.1a Applicant household placed in temporary accommodation for the foreseeable future Should be used to record applicants accepted as eligible, unintentionally homeless and in priority need during the quarter, and for whom some form of temporary accommodation was being secured by your authority at the end of the quarter (whether in your own stock or that of another landlord). This will include applicant households secured accommodation under section 200(1), pending referral to another local authority.

<E52a> E5.2a Applicant owed a main duty but either (a) remains in accommodation from which accepted as homeless or (b) is making own arrangements for temporary accommodation (previously referred to as “homeless at home”) – i.e. these are cases where a duty is owed but no accommodation is being secured. This cell should be used to record applicant households accepted during the quarter where, at the end of the quarter, either (1) the applicant remained in his/her accommodation because, although not reasonable to continue to occupy in the long term, it continued to be suitable in the short term, or (2) exceptionally, the applicant has waived his or her right to be provided with temporary accommodation and was able to remain in, or had returned to, the accommodation in which s/he was statutorily homeless, or (3) exceptionally, the applicant has waived his or her right to be provided with temporary accommodation and was temporarily staying in other accommodation arranged by him or herself. (See also the description in E6.10). This cell should also be used where the applicant household was owed the duty under section 195(2) (duty to take reasonable steps to secure that accommodation does not cease to be available) and at the end of the quarter the authority were continuing to take steps to ensure the applicant household could continue to live in their accommodation. However, where, during the quarter, an applicant household who was owed the s.195(2) duty had to leave their accommodation, and the s.195(2) duty had therefore become a duty to secure alternative accommodation, record the immediate outcome in E5.1a, E5.3a, E5.4a or E5.5a as appropriate.

<E53a> E5.3a Applicant accepted qualifying offer of assured shorthold tenancy – duty ended Should be used to record cases where a Qualifying Offer of an assured shorthold tenancy (that brings the section 193(2) duty to an end) is made at the time the household is accepted, or soon afterwards, and has been accepted; the applicant is able to move into the property once it has been made ready for occupation, and before the end of the quarter. In these cases, the main duty owed under section 193(2) will end.

Note: Row 3a will not be removed until it is no longer relevant and so will still be included for cases accepted as homeless before the Localism Act changes of November 2012.

<E53b> E5.3b Applicant accepted private rented sector offer - duty ended Should be used to record cases where an applicant has accepted a private rented sector offer and the duty is ended, under the measures contained in the Localism Act 2011 – section 193(7f).

<E53c> E5.3c Applicant refused private rented sector offer - duty ended Should be used to record cases where an applicant has refused a private rented sector offer and the duty is ended, under the measures contained in the Localism Act 2011 - section 193(7f).

<E54a> E5.4a Applicant accepted “Part 6” offer (including LA nomination to a Registered Provider, RP), or accepted an assured tenancy made directly by an RP Record here cases where a “Part 6” offer, or an offer of an assured tenancy other than a “Part 6” offer, is made at the time the household is accepted, and the applicant is able to move into the property either immediately or within a few days once it has been made ready for occupation. In these cases the main duty under section 193(2)

will end.

Note: This is a change from the previous wording (“Applicant household accepted Part 6 offer or an offer of an assured tenancy other than a “Part 6” offer – duty ended, no temporary accommodation provided”), which has been made to clarify the differences with an assured tenancy in connection with a private rented offer. The information to be reported in this cell is unchanged.

<E55> E5.5 Authority regards the s.193 duty as ended – e.g. applicant household made own arrangements, refused an offer of suitable accommodation, or made no further contact with LA) Should record applicants who made their own arrangements, refused an offer of suitable accommodation or made no further contact with the authority.

<E56a> E5.6a Total households The figure given should equal the sum of cells E5.1a to E5.5a inclusive, and also be the same as the total acceptance figures in cell E11g plus the number of households found to be owed the reapplication duty as reported in cell E1a1 (iv).

Section E6 - Applicant households accommodated by your authority at the end of the quarter

Reflects the number of households being accommodated **on the last day of the quarter**; note that this section of the P1E represents a “snapshot” of the position on a single day, not a measure of the number of placements made during the quarter. It should **include** households owed the re-application duty under Section 195a. It covers the following households:

<E6Col a> E6 column a - Pending Enquiries, or found to be intentionally homeless, or awaiting review, appeal or referral Include applicant households whose applications are still being considered under Section 184, pending enquiries, and no decision has yet been made and households pending a decision or re-referral of a re-application duty under Section 195a . Please **also include** any applicant households where, after completion of enquiries and a decision on the case, the applicant is:

- **intentionally homeless and in priority need (section 190(2)(a))** and being accommodated for a limited period (record numbers at cell E6.10.b.a);
- **awaiting the outcome of LA review or county court appeal and being accommodated under discretionary powers** (record numbers at cell E6.10.ca or E6.10da); or
- applicant households accepted as eligible for assistance, unintentionally homeless and in priority need and who are **being accommodated under section 200(1) pending possible referral to another authority.**

<E6Col b> E6 column b - Section 193(2) (or 195(2)) duty owed Include applicant

households accepted as eligible for assistance, unintentionally homeless (or threatened with homelessness) and in priority need and for whom a main duty has been accepted. **Exclude applicant households for whom a main duty has ended and who remained in temporary accommodation at the end of the quarter (e.g. pending expiry of notice to quit or pending possible possessions proceedings).**

<E6Col c> E6 column c – Total Sum of the two preceding columns. Once a duty to a household has been ended, the household should no longer be included in Section 6; instead the outcome should be recorded in Section 7.

<E6Col d> E6 column d - Households with dependent children and other households where a household member is pregnant Please record how many of the households reported in column c contained dependent children and/or an expectant mother. The figures in this column must not be greater than those in column c.

<E6Col e> E6 column e - Total number of dependent children/expected children Please record the total number of dependent children, in those households reported in column d (where households include a pregnant woman, the unborn child(ren) should also be counted within the total). Please record those children who were dependent as at the end of the quarter. **If the number of children is not currently known, please provide an estimate for the grand total.**

<E6Col f> E6 column f – Households with dependent children or an expectant mother resident for over 6 weeks Since 1 April 2004, by virtue of *The Homelessness (Suitability of Accommodation) (England) Order 2003*, local housing authorities have been unable to discharge a duty to secure suitable accommodation for applicants whose household includes a pregnant woman and/or dependent children by providing them with bed and breakfast or annex style (B&B) accommodation for a cumulative period of longer than 6 weeks. The only circumstances where B&B accommodation can provide suitable accommodation for such applicants for longer than 6 weeks is where they are being accommodated under the authority's discretionary powers pending a review of the local authority's decision on the case or pending an appeal to the country court. However, total use of B&B accommodation for longer than 6 weeks should be continually monitored (whether or not this has been under discretionary powers). Authorities should therefore continue to record in E6.1f and E6.2af **all applicant** households that include a pregnant woman and/or dependent children who have spent (cumulatively) more than 6 weeks in B&B.

<E6Col g> E6 column g - Households with dependent children or an expectant mother resident for 6 weeks or more pending a review or appeal To identify how many of the applicant households reported in E6.1f and E6.2af were being accommodated under discretionary powers, pending a review of the local authority's decision on the case or pending an appeal to the country court, 2 cells were added to the return from April 2005 (E6.1g and E6.2ag).

<E6Col h> E6 column h - Number of 16/17 year old applicant households

accommodated

The following guide explains which applicants to include:

- We are interested in a “snapshot” figure of the number of applicants who were aged 16 or 17 at the end of the quarter (rather than at time of acceptance). So if, for example, the applicant had been accepted because he or she had priority need as a result of being 17 years old, but by the end of the quarter in question they had turned 18, you should not record the applicant as a ‘16/17 year old applicant household’ in column h.

- When a 16 or 17 year old is living with an older person, you should record the household as a ‘16/17 year old household’ only in cases where the 16 or 17 year old was the actual applicant. There is no provision in homelessness legislation for joint applicants.

- A 16 or 17 year old applicant may have been accepted as owed the main duty and been recorded as having a priority need for a reason other than age- e.g. because the applicant had a dependent child, or was pregnant. However, if the applicant was 16 or 17 years old and in temporary accommodation at the end of the quarter, you should still record their household as a ‘16/17 year old applicant household’ in Section 6.

- In cases where the applicant is 16 or 17 years old and his or her household includes dependent children or a pregnant woman, the household should be recorded in both of the relevant boxes in Section 6 (i.e. in both column d (dependent children/pregnant woman) and column h (16/17 year old applicant household)).

<E6Col i> E6 column i - Number of 16/17 year old applicant households accommodated and resident for over 6 weeks Please record in E6.1i and E6.2ai all 16 or 17 year old applicants who have spent cumulatively more than 6 weeks in B&B or a shared facilities annex. In cases where a 16 or 17 year old applicant has spent more than one period in bed and breakfast style accommodation, the cumulative time spent in B&B style accommodation should be taken into account. In determining which periods count towards the six week limit, the same principles should be applied as for applicants with dependent children- see *Homelessness (Suitability of Accommodation) (England) Order 2003* (SI 2003 No. 3326).

<E6Col j> E6 column j - Number of 16/17 year old applicant households accommodated and resident for over 6 weeks pending a review or appeal These cells identify how many of the households reported in E6.1i and E6.2ai are accommodated under discretionary powers, pending a review of the local authority's decision on the case or pending an appeal to the country court.

<E6Row1> Row (1) - Bed and breakfast establishments Typically involves the use of privately managed hotels where households share at least some basic facilities. Meals may or may not be provided. If the entry in column (c) for the total of all households in bed and breakfast is greater than 100 and differs by more than

+/- 50% from the entry made in the return for the previous quarter, an explanation should be provided in the <notes> Notes Box for this return.

Note - Private sector providers of temporary accommodation for 16 and 17 year olds Supported accommodation with shared facilities owned or managed by a private sector provider is likely to fit the definition of B&B accommodation specified in the Homelessness (Suitability of Accommodation) (England) Order 2003. However, if such provision has been specifically commissioned to provide high quality supported temporary accommodation for young people it may not be appropriate to record it as B&B or shared annexes for the purpose of meeting the MHCLG commitment (mentioned above in E6 column h). In order to be demonstrably good quality provision, and therefore not be recorded as B&B, provision must have been assessed against the Supporting People Quality Assurance Framework core objectives at level C or above (regardless of whether the accommodation receives Supporting People services) and shared facilities should be shared only by young people aged 16 to 25. Where these conditions are met **the accommodation should be recorded in row 9 – Other –** and a reference to this recorded **in the Notes**.

<E6Row2a> Row (2a) – Other nightly paid, privately managed accommodation: shared facilities Typically involve the use of units and annexes associated with privately managed hotels, or such establishments, where households share at least some basic facilities. Meals may or may not be provided. **Please do NOT record Supported Lodgings as shared facilities annexes; instead these should be recorded in Row 9 – Other – and specified in the Notes.**

Note - Private sector providers of temporary accommodation for 16 and 17 year olds Supported accommodation with shared facilities owned or managed by a private sector provider is likely to fit the definition of B&B accommodation specified in the Homelessness (Suitability of Accommodation) (England) Order 2003. However, if such provision has been specifically commissioned to provide high quality supported temporary accommodation for young people it may not be appropriate to record it as B&B or shared annexes for the purpose of meeting the MHCLG Commitment (mentioned above in E6 column h). In order to be demonstrably good quality provision, and therefore not be recorded as B&B, provision must have been assessed against the Supporting People Quality Assurance Framework core objectives at level C or above regardless of whether the accommodation receives Supporting People Services) and shared facilities should be shared only by young people aged 16 to 25. Where these conditions are met **the accommodation should be recorded in row 9 – Other –** and a reference to this recorded **in the Notes**.

<E6Row2b> Row (2b) - Other nightly paid, privately managed accommodation: Self-contained Also typically involves the use of units and annexes associated with privately managed hotels generally paid on a nightly basis, but the household has exclusive use of all facilities.

<E6Row3a> Row (3a) – Hostel accommodation : hostels (including reception centres and emergency units) There are increasingly varied approaches to the

provision of "hostel" or "reception/emergency" style accommodation which make direct comparisons of provision by authorities more complicated (e.g. hostels may often comprise self-contained units within a block reserved for families that have experienced homelessness, with a communal room or reception area and possibly an on-site manager but otherwise indistinguishable from mainstream flats). **Exclude** women's refuges which should be recorded at E6.3b.

For the purpose of completing the P1E, "hostel" means accommodation owned or leased and managed by a local authority, housing association or non-profit making organisation, where bathroom and/or kitchen facilities are shared. **Exclude** units that are wholly self-contained (these should be recorded within rows 2b, 4, 5, 6, 7 or 8 as appropriate, regardless of whether there are any communal rooms or an on-site manager). Where a building contains both shared and self contained units please record the number of households accommodated in units with shared facilities under this hostels section of the form.

<E6Row3b> Row (3b) - Women's refuges as described.

<E6Row4> Row (4) - Private sector accommodation leased by your authority or leased or managed by a Registered Provider Covers dwellings leased on short-term arrangements from a private sector landlord by your authority and dwellings leased on short-term arrangements from a private sector landlord by a Registered Provider. Include accommodation leased and managed by local authorities or leased by the authority but managed by another organisation, and accommodation leased by a Registered Provider under a Housing Association Leasing scheme (HALS).

<E6Row5> Row (5) - Directly with a private sector landlord Covers those households which are referred to, and enter into an agreement with, a private landlord, but only where this accommodation is provided as temporary accommodation to discharge a homelessness duty. This section should not be used to record cases where the accommodation is not provided as temporary accommodation to discharge a homelessness duty (e.g. where people have been assisted to obtain accommodation for themselves, perhaps through rent deposit, rent in advance, or rent direct schemes).

<E6Row6> Row (6) – Accommodation within your own stock Covers households placed in your authority's own housing stock as temporary accommodation.

<E6Row7> Row (7) – Accommodation within Registered Provider stock Covers households placed in Registered Provider stock (i.e. as a Registered Provider tenant) as temporary accommodation.

<E6Row8> Row (8) – Any other types of accommodation (including Supported Lodgings) Include here mobile homes, such as caravans, 'dismountables', 'portacabins' and 'transportables'. **Please also include Supported Lodgings placements.** The full definition of Supported Lodgings placements can be found in "*Making a difference; supported lodgings as a housing option for young people*", which was published by MHCLG on 1 October 2008 (and can be found at the

following address: <https://www.gov.uk/government/publications/supported-lodgings-as-a-housing-option-for-young-people>.

It is a positive housing outcome for many young people, in which they are provided with a furnished room in a domestic house, with use of all facilities as a member of the household. The host provides a normal home-like environment and domestic routine, and establishes an appropriate and consistent personal relationship with the young person, including non-intrusive practical help and advice. The service provider ensures that both the young people and hosts are suitable for the placement, develops a support plan, and provides training, regular liaison and delivery of some parts of the housing-related support.

Note - Private sector providers of temporary accommodation for 16 and 17 year olds Supported accommodation with shared facilities owned or managed by a private sector provider is likely to fit the definition of B&B accommodation specified in the Homelessness (Suitability of Accommodation) (England) Order 2003. However, if such provision has been specifically commissioned to provide high quality supported temporary accommodation for young people it may not be appropriate to record it as B&B or shared annexes for the purpose of meeting the MHCLG Commitment (mentioned above in E6 column h). In order to be demonstrably good quality provision, and therefore not be recorded as B&B, provision must have been assessed against the Supporting People Quality Assurance Framework core objectives at level C or above (regardless of whether the accommodation receives Supporting People Funding) and shared facilities should be shared only by young people aged 16 to 25. Where these conditions are met **the accommodation should be recorded in row 9 – Other – and** a reference to this recorded **in the Notes**.

<E6Row9> Row (9) - Total households in accommodation arranged by the local authority at the end of the quarter The figures given should equal the sum of rows E6 (1) to (8). If the entry in column (c) for the total of all households accommodated is greater than 500 and differs by more than +/- 30% from the entry made in the return for the previous quarter, an explanation should be provided in the <notes> Notes Box for this return.

<E6Row9ac> Row (9ac) – Of total in accommodation: number of households accommodated in another LA district The figure given must not be greater than the total number of households accommodated (E6.9c).

<E6Row9ba> Row (9ba) - Of total in accommodation : number of households intentionally homeless and accommodated for a reasonable period This figure includes all households found intentionally homeless and in priority need and being accommodated for a “reasonable period” under Section 190 (2) of the 1996 Act. The figure given (and the sum of 9ba, 9ca and 9da) must not be greater than the total number of households accommodated (E6.9a).

<E6Row9ca> Row (9ca) - Of total in accommodation: number of households pending LA review The figure given (and the sum of 9ba, 9ca and 9da) must not be greater than the total number of households accommodated (E6.9a).

<E6Row9da> Row (9da) - Of total in accommodation: number of households pending county court appeal The figure given (and the sum of 9ba, 9ca and 9da) must not be greater than the total number of households accommodated (E6.9a).

<E6Row10> Row (10) – Applicant owed a main duty but either (a) remains in accommodation from which accepted as homeless or (b) is making own arrangements for temporary accommodation (previously referred to as “homeless at home”) – i.e. these are cases where a duty is owed, but no accommodation is being secured . Record here cases where, at the end of the quarter, the applicant remained in his/her accommodation because, although not reasonable to continue to occupy in the long term, it continued to be suitable in the short term. Also record here any cases where, at the end of the quarter, under arrangements made between your authority and an applicant owed the section 193(2) duty or section 195a duty, the applicant had waived his or her right to be secured temporary accommodation and either (1) remained in, or had returned to, the accommodation in which he or she is homeless, or (2) had arranged to stay temporarily in other accommodation that he or she had arranged. Include any cases where, at the end of the quarter, the applicant, with the agreement of your authority, had moved from accommodation secured by your authority into alternative accommodation arranged by the applicant, and the section 193(2) duty continued to be owed. Authorities are reminded that a section 193(2) duty should not be accepted where the applicant is not genuinely homeless. And where an applicant is accepted as homeless and owed the s.193(2) duty it will only be possible to defer securing alternative accommodation for as long (1) the accommodation remains suitable.

Also include here cases where the applicant household is owed a duty under section 195(2) duty (to take reasonable steps to secure that accommodation does not cease to be available) and the applicant household remains in occupation of their own accommodation at the end of the quarter (i.e. they have not yet become homeless).

These scenarios can apply only after a decision on an application has been made under section 184, the total in column c will always be equal to the cases reported in column b. When the duty owed to an applicant household ends, this should be recorded in Section E71b.

<Section E6a> Section E6a - Households in temporary accommodation, by household type and gender

This summary section replaces information previously collected on the now defunct quarterly supplement.

<E6a Row 1> Expectant mothers should be regarded as having dependent children i.e. a single pregnant woman would be recorded in cell c, not in cell e, and an expectant couple in cell a, not cell f. Total households accepted (cell g) must equal the corresponding figure in Section 6 (row 9 col c). The number of households with

or expecting dependent children (cells a, b, c and possibly f) should be consistent with the number of such households recorded in Section 6 (row 9 col d).

<E6ah> Section E6a - Number of minority ethnic households Please record here the number of households within the overall total (cell g) in which the applicant is from a black or minority ethnic (BME) group. BME households are those where the applicant is non-White (i.e. White British, White Irish and all others with White background are not BME households).

Section E7 – Applicant households for whom a main homelessness duty ended during the quarter and who have left temporary accommodation secured under section 193, or other temporary arrangements

This section is used to report outcomes when the section 193(2) duty, section 195(2) or the reapplication duty owed under section 195a ends. From April 2006, this section was extended to distinguish between those who were living in temporary accommodation secured by your authority when the duty ended and those who were living in accommodation they had arranged for themselves (formerly referred to as "homeless at home") – i.e. where a duty had been owed, but no accommodation was being secured.

There are a number of scenarios under which a main duty will end (e.g. by the offer of an introductory or secure tenancy or by the household voluntarily leaving accommodation secured by your authority). Statutory guidance on the circumstances that bring a duty to an end can be found in Chapter 14 of the revised *Homelessness Code of Guidance for Local Authorities*, issued in July 2006.

The purpose of this section is to record the **total time elapsed since acceptance of the main duty** (NOT time actually spent in temporary accommodation arrangements). In order that we can reconcile the flow of homeless acceptances in and out of the process of being assisted under the homelessness legislation applicant households for whom the main duty has come to an end should be recorded in only one of the sub-sections. Where a household has left TA during the quarter (and the duty was ended) but had at some stage previously made their own arrangements for accommodation while owed a main duty, please use E7.1a to record the total period of time since acceptance, i.e. the aggregate of time spent in their own arrangements and time spent in TA. Similarly, where the duty ends for a household who had made their own temporary arrangements but had at some stage previously been in TA secured by your authority, please use E7.1b to record the total period of time since acceptance (including time spent in TA).

NOTE: Do not record at E7 households who have simply moved from one unit of TA into another (or from one address to another while making their own arrangements) and for whom a main duty continues to be owed.

Please record in E71a all households for whom the section 193(2) duty or section 195(2)

duty ended during the quarter and who were living in temporary accommodation secured by your authority when the duty ended.

Please record in E71b all households for whom the section 193(2) duty has ended during the quarter and for whom no accommodation was being secured by your authority when the duty ended. Also include households where a section 195(2) duty (threatened with homelessness) was owed, and the household had remained in their accommodation (and were recorded under e5.2a either during this quarter or in a previous quarter), but where homelessness has been prevented, and consequently the section 195(2) duty ended, during the quarter.

Data are requested on both (1) the reason why the duty was ended and (2) the time elapsed since acceptance of the duty.

<Section E71a> Section E71a – Applicant households for whom a main homelessness duty was ended during the quarter and who have left temporary accommodation secured under S.193

<E71aRow1> Row (1) - Ceased to be eligible for assistance under homelessness provisions as described.

<E71aRow2> Row (2) - Became homeless intentionally Refers to becoming homeless from the temporary accommodation provided by your authority, not the household's original home, and the main duty has ended.

<E71aRow3> Row (3) - Accepted final offer of accommodation (Part 6) including LA nomination Should include acceptance of accommodation offers made as the result of a nomination to a housing association. Applicant households that accept a direct offer of an assured tenancy from a HA (or other private landlord) which has not been allocated by your authority under Part 6 of the Housing Act 1996 should be included at E71a Row 5. Applicant households who make any other arrangements for their own accommodation and voluntarily move out of temporary accommodation should be included at E71a Row 7.

<E71aRow4> Row (4) - Refused a final offer of accommodation (Part 6) Should include refusals of final offers made pursuant to a nomination by your authority to a housing association.

<E71aRow5> Row (5) – Accepted offer of assured tenancy directly from an RP other than a “part 6” offer (s193(6)(cc)) as described.

This is a change from the previous wording (“Accepted offer of assured tenancy other than Part 6 offer”), which has been made to clarify the differences with an assured tenancy in connection with a private rented offer. The information to be reported in this cell is unchanged.

<E71aRow6a> Row (6a) – Accepted qualifying offer of an assured shorthold tenancy as described.

<E71aRow6b> Row (6b) Accepted private rented sector offer - duty ended
Should be used to record cases where an applicant has accepted a private rented sector offer and the duty is ended, under the measures contained in the Localism Act 2011.

<E71aRow6c> Row (6c) Refused private rented sector offer - duty ended
Should be used to record cases where an applicant has refused a private rented sector offer and the duty is ended, under the measures contained in the Localism Act 2011.

Note: Row 6a will not be removed until it is no longer relevant and should be used for recording cases accepted as homeless before the Localism Act changes of November 2012.

<E71aRow7> Row (7) – Otherwise voluntarily ceased to occupy accommodation under a main duty Where the household voluntarily leaves the temporary accommodation secured by your authority because they have made their own arrangements for accommodation, or other reason that means that a main duty is no longer owed.

<E71aRow8> Row (8) - Total The figure should equal the sum of rows (1) to (7).

<E71aCol a_g> Columns a to g - Time since acceptance of the duty as described.

<E71aCol h> Column h - Total The figure must equal the sum of columns (a) to (g).

<Section E71b> Section E71b – Applicant households for whom a main homelessness duty was ended during the quarter, and who, immediately prior to the duty being ended, were living (a) in the accommodation from which they were accepted as homeless, or (b) in TA they had arranged themselves (i.e. those formally referred to as "homeless at home")

<E71bRow1> Row (1) - Ceased to be eligible for assistance under homelessness provisions as described.

<E71bRow2> Row (2) - Authority regards its S193 duty as ended - e.g. applicant household made own arrangements, refused a suitable offer of accommodation, or made no further contact with LA as described.

<E71bRow3> Row (3) - Accepted final offer of accommodation (Part 6) including LA nomination Should include acceptance of accommodation offers made as the result of a nomination to a housing association. Applicant households that accept a direct offer of an assured tenancy from a HA (or other private landlord) which has not been allocated by your authority under Part 6 of the Housing Act 1996 should be included at E71b Row 5.

<E71bRow4> Row (4) - Refused a final offer of accommodation (Part 6) Should include refusals of final offers made pursuant to a nomination by your authority to a housing association.

<E71bRow5> Row (5) – Accepted offer of assured tenancy directly from an RP other than a “part 6” offer (s193(6)(cc)) as described.

This is a change from the previous wording (“Accepted offer of assured tenancy other than Part 6 offer”), which has been made to clarify the differences with an assured tenancy in connection with a private rented offer. The information to be reported in this cell is unchanged.

<E71bRow6a> Row (6) – Accepted qualifying offer of an assured shorthold tenancy as described.

<E71bRow6b> Row (6b) Accepted private rented sector offer - duty ended

Should be used to record cases where an applicant has accepted a private rented sector offer and the duty is ended, under the measures contained in the Localism Act 2011.

<E71bRow6c> Row (6c) Refused private rented sector offer - duty ended

Should be used to record cases where an applicant has refused a private rented sector offer and the duty is ended, under the measures contained in the Localism Act 2011.

Note: Row 6a will not be removed until it is no longer relevant and should be used for recording cases accepted as homeless before the Localism Act changes of November 2012.

<E71bRow7> Row (7) - Total The figure should equal the sum of rows (1) to (6).

<E71bCol a_g> Columns a to g - Time since acceptance of the duty as described.

<E71bCol h> Column h - Total The figure must equal the sum of columns (a) to (g).

Section E9 - Decisions made under Part 7 of the Housing Act 1996 on foreign national applicants (plus UK nationals who are returning to the UK or coming to the UK for the first time)

This section records additional information about decisions made during the quarter under Part 7 of the Housing Act 1996 on **foreign national applicants (plus UK nationals who are returning to the UK or coming to the UK for the first time)**. Both groups should already be recorded within the main P1E - including in section E3 cell E311ba. A column

(p) showing total decisions made on UK nationals habitually resident in the UK (i.e. the remainder) was added to the section in 2008 to act as a check.

In line with section E1, this section should **not** include applicants who have previously accepted a private rented sector offer made under section 193(7f) and are owed the re-application duty under Section 195a.

Please ensure that the sums of total foreign national (and UK national from abroad) decisions Col (o) plus total UK nationals habitually resident in the UK Col (p) – i.e. the grand total decisions figures Col (q) - match the total decisions figures already provided in section E1 Col (g) of the form.

The 11 European Economic Area (EEA) countries listed in the tables are the 11 accession countries whose nationals may be subject to the Home Office Worker Registration or Worker Authorisation schemes for a transitional period. Of these, Bulgaria and Romania were added to the form at the beginning of 2007. Croatia was added from 1 April 2014.

"Other EEA National" countries are: Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Malta, Netherlands, Portugal, Spain, Sweden, Iceland, Liechtenstein, and Norway.

Separate figures for decisions made on Croatian applicants have been collected in an extra column in section E9 since 1 April 2014, following Croatia becoming an accession country on 1 October 2013. Figures for foreign national applicants from Croatia should NOT now be included in column (m) "Other EEA National". The cell at row 1b ("Accession national subject to Worker Authorisation Scheme)" of column (l) is now available for data entry, having previously been 'shaded-out'. In practice, any figures entered at that cell should be in respect of applicants from Croatia, because that is the only one of the "Other EEA National" countries that is subject to worker authorisation.

Data is no longer collected on the HO Worker Registration Scheme because it no longer exists. Of the 11 EEA countries listed in section E9 only applicants from Croatia will be subject to worker authorisation, effective 1 January 2014.

"Reason for eligibility" should be given for all persons from abroad. UK nationals coming from abroad should be recorded as "other" (eligibility will depend on whether they are habitually resident). Certain cells will not apply to certain categories of applicant and so have been blocked out.

The eligibility categories for the P1E were simplified from April 2009. The revised categories (rows d to f) correspond with Classes A to D of regulation 5 of the eligibility regulations (*The Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006* (SI 2006/1294) as amended by *The Allocation of Housing and Homelessness (Miscellaneous Provisions) (England) Regulations 2006* (SI 2006/2527)), which govern whether applicants who are subject to immigration control are eligible for homelessness assistance. Row d should include applicants who fall within Class A (refugees). Row e should include applicants who fall within Class B (discretionary leave and exceptional leave to remain) and Class D (humanitarian protection). Row f should include applicants who fall within Class C (indefinite leave to enter or remain). Row g (Other) should include all applicants who do not fall within rows a to f (e.g. UK nationals

returning from abroad or arriving in the UK for the first time, and EEA nationals with a right to reside in the UK other than as a worker or self employed person).

These notes should be read in conjunction with the guidance notes for section E1. Decisions involving persons from abroad will already have been included within the count of cases within that section; this section records additional information about their circumstances; the sum of foreign national decisions and non-foreign national decisions should therefore equal the totals given in section E1 of the form.

Section E9 collects detailed information on decisions made during the quarter (regardless of the date of application) about applications from **foreign nationals** (plus UK nationals who are returning to the UK or coming to the UK for the first time) for accommodation or assistance in obtaining accommodation where your authority had reason to believe the applicant was homeless, or threatened with homelessness (Sections 183 and 184 of the 1996 Act). NB. Data on UK Nationals who are habitually resident in the UK should be recorded in the column (p) of section 9. The Grand Total column (q) should then be equal to the corresponding column (g) in Section 1 of the form, and acting to check that all acceptances have been recorded.

Note: An extra column has been inserted in section E9 to collect separate figures for Foreign Nationals from Croatia, since it acceded to the EU in July 2013. Columns have been renamed accordingly. Questions on rows E9. 1a. and E9. 1b. have been modified to reflect that the HO Worker Registration Scheme no longer exists.

< E9Cola> Section E9 column a - UK Nationals returning from abroad or coming to the UK for the first time Please record only UK nationals who are returning to the UK, or coming to the UK for the first time - exclude those habitually resident in the UK – these should be recorded in col (p). Those accepted as owed a main duty should be recorded as "Other" under "Reasons for eligibility" (eligibility will depend on whether they are habitually resident) and also be reported in section E3 at E3.11b.

< E9Colb_l> Section E9 columns b - l EEA Nationals The 11 EEA countries listed in the tables are the 8 eastern European countries who acceded to the EU in 2004 plus Bulgaria and Romania who acceded in January 2007 plus Croatia who acceded in July 2014. Croatian nationals may be subject to the worker authorisation scheme for a transitional period.

<E9Colm> Section E9 column m Other EEA Nationals Include applicants from: Austria, Belgium, Cyprus, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, Malta, Netherlands, Portugal, Spain, Sweden, Iceland, Liechtenstein, and Norway.

< E9Coln> Section E9 column n Non-EEA Nationals Include applicants from countries not within the European Economic Area.

<E9Colo> Section E9 column o Total foreign national / UK national from abroad Should equal the sum of columns a - n inclusive

< E9Colp> **Section E9 column p UK nationals currently resident in UK (i.e. all other applications not recorded in (n))** Please exclude UK nationals returning to the UK, or coming to the UK for the first time – these should be recorded in column (a).

< E9Colq> **Section E9 column q Grand total** This should be the sum of columns (o) and (p), and should match the relevant totals in section 1, column (g).

<E9Row6> **Total Applicants** Should equal the sum of rows 1 to 5 inclusive.

<E9Row1a_g> **Section E9 rows 1a to g Reasons for Eligibility** "Reason for eligibility" should be given for all persons from abroad. UK nationals should always be recorded as "other" (eligibility will depend on whether they are habitually resident). Certain cells will not apply to certain categories of applicant and so have been blocked out. The eligibility categories for the P1E were simplified from April 2009. The revised categories (rows d to f) correspond with Classes A to D of regulation 5 of the eligibility regulations (*The Allocation of Housing and Homelessness (Eligibility) (England) Regulations 2006* (SI 2006/1294) as amended by *The Allocation of Housing and Homelessness (Miscellaneous Provisions) (England) Regulations 2006* (SI 2006/2527)), which govern whether applicants who are subject to immigration control are eligible for homelessness assistance. Row d should include applicants who fall within Class A (refugees). Row e should include applicants who fall within Class B (discretionary leave and exceptional leave to remain) and Class D (humanitarian protection). Row f should include applicants who fall within Class C (indefinite leave to enter or remain). Row g (Other) should include all applicants who do not fall within rows a to f (e.g. UK nationals returning from abroad or arriving in the UK for the first time, and EEA nationals with a right to reside in the UK other than as a worker or self employed person).

Section 10 - Homelessness prevention and relief

This section should record all cases where positive action (1) succeeded or (2) did not succeed in (a) preventing or (b) relieving homelessness. **Note that this section is NOT restricted to households whose application for housing assistance has been considered under statutory homelessness provisions.**

As well as recording cases where a person seeks help from a local authority, please also include cases where a person applies directly to a partner organisation which is funded by a local housing authority to assist in the prevention or relief of homelessness, and cases where a local authority refer clients for assistance to help prevent that person becoming homeless.

In any given quarterly period, the number of recorded cases where assistance was provided to prevent or relieve homelessness (whether successful or not) will not necessarily correlate with the number of total decisions made on homelessness applications. This is because not all cases will necessarily have been treated as a

statutory homeless application (for the purposes of section 183 of the 1996 Act), for example, because the authority did not have reason to believe that the person may have been homeless or likely to become homeless within 28 days. This is also because the definition for this section of the form is where a household, not the local authority, consider themselves at risk of homelessness. This may be beyond 28 days.

Homelessness prevention

In its broadest terms, 'homelessness prevention' is where a local authority takes positive action to provide housing assistance to someone who considers him or herself to be at risk of homelessness in the near future, and as a result the person is able to either remain in his or her existing accommodation or obtain alternative accommodation providing a solution for at least the next 6 months. The key points are:

- the person has sought assistance from the local authority or a partner organisation),
- the person considers him or herself to be at risk of homelessness,
- the local authority may or may not have reason to believe the person is homeless or likely to become homeless within 28 days,
- the positive action is not being provided to discharge a duty to secure accommodation under the homelessness legislation,
- the positive action is provided by: the local authority; or a partner organisation, or a combination of the local authority and one or more partner organisations working together,
- the local authority or partner organisation consider that the positive action provided will prevent homelessness for at least the next 6 months.

Homelessness relief

Positive action to prevent homelessness cannot be taken once the authority is satisfied that someone has become homeless (for example, the authority has notified the person of a decision under section 184 that they are homeless).

However, following the notification under Section 184 that an applicant is homeless positive action to relieve homelessness can be taken in the following circumstances:

- where the authority has accepted a duty under **Section 192** that the person is unintentionally homeless and not in priority need. In this case, the positive action could include the authority exercising its power under section 192(3) to secure accommodation through a rent guarantee BOND, subject to the accommodation being made available for at least 6 months;
- where the authority has accepted a duty under **Section 190(3)** that the person is intentionally homeless and not in priority need;
- where the authority has accepted a duty under **Section 190(2)** that the person is intentionally homeless and in priority need. The authority will have a duty to secure accommodation for long enough to give the person a reasonable opportunity to secure accommodation for him or herself. However, positive action to relieve homelessness could be taken through offering for example a rent in advance payment to enable the person to secure accommodation for him or herself.

In all these circumstances, the local authority will have a duty to ensure that the applicants are provided with advice and assistance in any attempts they make to secure

accommodation for themselves (and the applicant's housing needs must be assessed before such advice and assistance is given : section 190(4) and 192(4)). However, it would be open to the authority and/or partner organisations to take action to ensure that applicants secure one of the types of accommodation set out in the Annex (as appropriate). This would be positive action over and above the statutory obligation to provide advice, assistance and information about homelessness and the prevention of homelessness (provided under Section 179(1) of the 1996 Housing Act), and can be recorded as successful action to relieve homelessness.

More detailed guidance (including what is classified as positive action, partner organisation and a successful outcomes) is provided in separate, more detailed Homelessness Prevention Guidance Notes: <https://www.gov.uk/government/publications/homelessness-prevention-and-relief-p1e-guidance-and-returns-form>

Cases where positive action has been provided to prevent homelessness from occurring should be recorded on the form separately from cases where positive action has been provided to relieve homelessness (which relates to positive actions following a household becoming homeless), as below.

Successful cases should be recorded on the P1E form in Section 10, as follows:

Homelessness prevention - households previously at risk of homelessness

- Cases that have had their risk of homelessness prevented and remain in their existing home should be recorded in **Section 1A, column a**.
- Cases that have had their risk of homelessness prevented through assistance in obtaining alternative accommodation (available for a minimum of 6 months before homelessness occurs) should be recorded in **Section 1B, column a**.

Homelessness relief - households who have become homeless

- Cases that have become homeless but have had their homelessness relieved through assistance in securing accommodation (available for a minimum of 6 months) should be recorded in **Section 1B, column b**. These would be non-priority or intentionally homeless households, found to be homeless but not accepted as owed a main duty to secure suitable accommodation under the homelessness legislation (for the purpose of this data collection).

Note: cases where positive action was unsuccessful in preventing or relieving homelessness were previously recorded in Section 10 Part 2 but no longer need recording.

<Section E101> Section E10 Part 1 - Total number of cases where positive action was successful in preventing / relieving homelessness during the quarter as described.

<Section E10 Column A> Homelessness prevention Cases previously at risk of homelessness, for which homelessness was prevented through positive action (either allowing the household to remain in their existing home, or assisting the household to obtain alternative accommodation)

<Section E10 Column B> Homelessness relief Cases who had become homeless (but were NOT accepted as owed a main duty), for which homelessness was relieved through positive action (assistance in securing accommodation)

<Section E10 Column C> Total number of cases of homelessness prevented and relieved.

<Section E101A > Section E10 Part 1A - Homelessness prevented – household able to remain in existing home, as a result of:

This section identifies the cases for which homelessness was prevented and the household was able to remain in their existing home, as well as the means by which this was possible.

Note: The Mortgage Rescue Scheme (MRS) form was abolished, effective 1 April 2014 as a result of the scheme closing to new applicants on 31 October 2014. The definitions of two questions in section E10 part 1A have been modified to align with the corresponding information that was collected on the MRS form. The amended questions are: E10. 1A. row 4 Debt advice; and E10. 1A. row 11 Mortgage arrears interventions or mortgage rescue. Data that would previously have been entered on the MRS form may also be entered in E10 Part 1A row 3 Financial payments from a homeless prevention fund to enable someone to remain in the existing home, although the wording of this question has not been amended.

<Section E101A row1> Section E10, part 1A, row 1 Mediation using external or internal trained family mediators This could be an external mediation service such as Relate or an in-house local authority service where training in mediation has been provided.

<Section E101A row2> Section E10, part 1A, row 2 Conciliation including home visits for family friend threatened exclusion This includes:

- home visits, where someone may be at risk of homelessness due to a threat of exclusion from parents, other relatives, or friends; and
- conciliation work by a partner organisation such as youth counselling.

<Section E101A row3> Section E10, part 1A, row 3 Financial payments from a homeless prevention fund to enable someone to remain in the existing home

There are many innovative ways that local authorities have used payments from their 'homelessness prevention fund' to resolve a risk of homelessness, including payments to landlords to resolve problems caused by tenant damage. Any payments from a prevention fund to resolve rent arrears should be recorded in this section.

<Section E101A row4> Section E10, part 1A, row 4 Debt advice Include:

- casework covering debt advice, including negotiation with creditors and advice on budgeting and money management; and
- the number of households who seek advice and assistance with mortgage difficulties and are signposted or referred to the lender/money advice.

<Section E101A row5> Section E10, part 1A, row 5 Resolving housing benefit problems Include actions to resolve housing benefit problems including assisting a vulnerable person at immediate risk of homelessness through non payment of rent with making a housing benefit claim; action to deal with delays in payment; housing benefit arrears; verification of claim documents where there is a delay in benefit payments leading to a risk of homelessness; backdating of benefit claims; making a discretionary housing payment

<Section E101A row6> Section E10, part 1A, row 6 Resolving rent or service charge arrears in the social or private rented sector This may include case work help that supports a household to manage any arrears repayment schedule. Housing benefit resolutions should be recorded at row 5.

<Section E101A row7> Section E10, part 1A, row 7 Sanctuary scheme measures for domestic violence Measures to enable a victim of domestic abuse or harassment to remain in their home with professionally installed security measures. Include also cases where someone was assisted to take legal action to protect their right to remain safely within the home.

<Section E101A row8> Section E10, part 1A, row 8 Crisis intervention – providing emergency support This includes cases where there is an imminent risk of homelessness because someone is unable to cope with his or her affairs and emergency intervention or crisis support is provided. Exclude cases where someone is receiving Supporting People services.

<Section E101A row9> Section E10, part 1A, row 9 Negotiation or legal advocacy to ensure someone can remain in accommodation in the private rented sector This includes:

- negotiation with private landlords who have or have threatened to issue a section 21 notice to resolve problems;
- actions to resolve a threat of illegal eviction or to re instate illegally evicted tenant;
- county court advocacy or court desk work by the local authority or its partners where court representation results in a case being struck-out, dismissed or adjourned; and
- assisting someone to afford their rent by negotiating a lower rent, increasing their income through helping them make a claim for benefits or making a discretionary housing payment or charity payment.

<Section E101A row10> Section E10, part 1A, row 10 Providing other assistance that will enable someone to remain in accommodation in the private or social rented sector This includes:

- resolving anti-social behaviour;
- tackling disrepair through action against landlords or grants to improve conditions; and
- adaptations to the property.

<Section E101A row11> Section E10, part 1A, row 11 Mortgage arrears interventions or mortgage rescue This includes:

- negotiation with creditors, whether direct or via referral, to reschedule other debt payments to make mortgage payments more affordable;
- assistance in applying for Support for Mortgage Interest;

- negotiation with mortgage lenders and banks to reschedule debt payments or payment terms or offer a repayment break period;
- providing support to enable re-mortgage; conversion to an interest-only mortgage to reduce outgoings; conversion to shared ownership;
- prevention of homelessness through Mortgage Rescue Schemes; and
- support at court hearings, either direct or via the Housing Possession Court Desk scheme.

<Section E101A row12> Section E10, part 1A, row 12 Other method that prevented homelessness and enabled the household to remain in existing home as described

Please provide a description in the Notes section.

<Section E101A row13> Section E10, part 1A, row 13 Total cases able to remain in existing home as described.

<Section E101B > Section E10 Part 1B - Homelessness prevented or relieved – household assisted to obtain alternative accommodation in the form of:

This section identifies the cases for which homelessness was prevented or relieved, where the household was assisted to obtain alternative accommodation, as well as the means by which this was possible.

<Section E101B row 1> Section E10 Part 1B, row 1 - any form of hostel or House in Multiple Occupation (HMO) with or without support Include arrangements where the hostel stay may be less than 6 months but move-on accommodation will be provided as part of the ‘exit strategy’. Exclude night shelter and crisis short-stay accommodation for rough sleepers such as an emergency assessment centre

<Section E101B row 2> Section E10 Part 1B, row 2 - private rented sector accommodation with landlord incentive scheme Including BOND schemes where no cash is paid up front, “Finders- Fee” schemes where a payment is made to a landlord, deposit payment schemes; rent in advance; landlord insurance payment schemes; or a combination of the above.

<Section E101B row 3> Section E10 Part 1B, row 3 - private rented sector accommodation without landlord incentive scheme For example, where a local authority has built a relationship with a landlord or letting agent which enables the authority to refer households on benefit direct or properties on a specific accreditation scheme.

<Section E101B row 4> Section E10 Part 1B, row 4 - accommodation arranged with friends or relatives as described.

<Section E101B row 5> Section E10 Part 1B, row 5 - supported accommodation including supported lodging schemes or successful referrals to supported housing projects as described.

<Section E101B row 6> Section E10 Part 1B, row 6 - social housing (a management move of an existing LA tenant) as described.

<Section E101B row 7> Section E10 Part 1B, row 7 - social housing (a Part 6 offer of LA own accommodation or nomination to a Registered Provider) as described.

<Section E101B row 8> Section E10 Part 1B, row 8 - social housing (negotiation with a Registered Provider outside Part 6 nomination arrangements) as described.

<Section E101B row 9> Section E10 Part 1B, row 9 - low cost Home Ownership scheme or low cost market housing solution as described.

<Section E101B row 10> Section E10 Part 1B, row 10 - Other method that prevented or relieved homelessness and assisted household to obtain alternative accommodation as described.

<Section E101B row 11> Section E10 Part 1B, row 11 - Total cases assisted to obtain alternative accommodation as described.

Signing off the return

<contact> Contact Please enter a contact name for queries about the data in this return.

<final> Final Please check this field if all sections of the return are final.

<phone> Phone Please enter a telephone number for the contact entered above.

<signed> Signed There is no help text for this field.

<notes> Notes Please use this box if you wish to provide additional information about the entries made in this return.

Please note we ask for the contact name, email address and telephone number of two contacts.